Monroe County is introducing to their customers a brand new tool on their Website. This new tool called the One-Stop-Shop allows customers to view Contractors license information, permit information, download and print permit applications, and schedule inspections via the Internet. In the future, this tool will be expanded to include a GIS link and allow for processing various applications on-line. Please take the time to review the information provided and add this Website as one of your favorites. To locate the One-Stop-Shop Home page, go to this web address http://www.monroeocounty-fl.com, click on Building Department – Forms, Applications, and Instructions. Clicking the One-Stop-Shop link provides the following menu options.

Follow these simple instructions and see how quickly real-time information can be retrieved.

Property Search

Allows you to search property records by owner or address information and will display permit history for the property selected. In the near future, a **GIS** Link will be added for viewing permit and property information geographically.

✍✍ Enter one of the following: Property ID, owner name, house number and/or street name and "click" the **SEARCH** button. ***Please do not enter street directional or street suffix.***

✍✍ Use the scroll bar on the right to scroll through the properties displayed.
✍
✍✍ To select a Property ID, "click" with the hand cursor on the selected blue underlined Property ID number.
✍
✍✍ If present, use the scroll bar on the upper right to scroll through the permits for the property selected.
✍
✍✍ To select a Permit, move the hand cursor on the selected blue underlined Permit number and "click".
✍
✍✍ The menu options on the left change to Parcel, Permit, Plan Reviews, Inspections, Fees and Contractors for viewing information for the permit selected.

✍✍ Move the cursor to the menu option of your choice. The option becomes red and underlined, "click" using the hand cursor. Use the scroll bar for viewing the information displayed.

✍✍ For Plan Reviews the Details option is available for reviewing all plan review history including the notes for the permit selected. Move the hand cursor to the blue underlined "Details" option and "click". To only read the notes for a particular plan review, move the hand cursor to the blue underlined number in the 'Notes' column and "click". A zero (0) displayed in the 'Notes' column represents no notes for that plan review.
✍
✍✍ For Inspections the Schedule Insp option is available for qualified individuals to schedule inspections. See the Inspection Scheduling section on page 7 for instructions. To read the notes for a particular inspection, move the cursor to the blue underlined number in the "Notes" column and "click" using the hand cursor. A zero (0) displayed in the 'Notes' column represents no notes for that inspection.

Contractor Search

Allows you to search for valid Contractors by License #'s, owner name or company name. The system will display all the permit history for the Contractor indicated regardless of status. When a permit is

selected the menu options on the left change, and includes Inspections, which will allow qualified individuals to schedule inspections by clicking the Schedule Insp option.

✍✍ Enter one of the following: Contractor ID/License #, owner name, company name or state reg. # and "click" the **SEARCH** button.

✍✍ If present, use the scroll bar on the right to scroll through the Contractors displayed.
✍
✍✍ To select a Contractor, move the hand cursor to the blue underlined Contractor ID of your choice and "click".
✍
✍✍ If present, use the scroll bar on the upper right to scroll through the permits for the Contractor selected. The display includes all permit history.

✍✍ To select a Permit, move the hand cursor to the blue underlined Permit number and "click".
✍✍ The menu options on the left change to Parcel, Permit, Plan Reviews, Inspections, Fees and Contractors for viewing information for the permit selected.

✍✍ Move the hand cursor to the menu option of your choice. The option becomes red and underlined, and "click". Use the scroll bar for viewing the information displayed.

✍✍ For Plan Reviews the Details option is available for reviewing all plan review history including the notes for the permit selected. Move the hand cursor to the blue underlined "Details" option and "click". To only read the notes for a particular plan review, move the hand cursor to the blue underlined number in the 'Notes' column and "click". A zero (0) displayed in the 'Notes' column represents no notes for that plan review.

✍✍ For Inspections the Schedule Insp option is available for qualified individuals to schedule inspections. See the Inspection Scheduling section for instructions. To read the notes for a particular inspection, move the hand cursor to the blue underlined number in the "Notes" column and "click". A zero (0) displayed in the 'Notes' column represents no notes for that inspection.

Permit Status

Allows you to search permits by permit number, address or owner information. The system will display the entire permit history for the Permit indicated. This is real time information regarding the permit application including plan review and inspection status and notes. It also displays inspection schedules and complete result information.

✍✍ Enter one of the following: Permit #, Property ID, House Number, and Street Name and "click" the **SEARCH** button.

✍✍ If present, use the scroll bar on the right to scroll through the Permits displayed.

✍✍ To select a Permit, move the hand cursor to the blue underlined Permit # of your choice and "click". Two additional buttons display.

✍✍ Clicking the **MORE INFORMATION** button will change the menu options on the left to Parcel, Permit, Plan Reviews, Inspections, Fees and Contractors for viewing information for the permit selected.

✍✍ Move the hand cursor to the menu option of your choice, when the option becomes red and underlined, "click". Use the scroll bar for viewing the information displayed.

✍✍ For Plan Reviews the Details option is available for reviewing all plan review history including the notes for the permit selected. Using the hand cursor "click" the blue underlined "Details" option. To only read the notes for a particular plan review, using the hand cursor "click" on the blue underlined number in the 'Notes' column. A zero (0) displayed in the 'Notes' column represents no notes for that plan review.

✍✍ For Inspections the Schedule Insp option is available for qualified individuals to schedule inspections. See the Inspection Scheduling section for instructions. To read the notes for a particular inspection, move the hand cursor to the blue underlined number in the 'Notes" column and "click". A zero (0) displayed in the 'Notes' column represents no notes for that inspection.

✍✍ Clicking the **SCHEDULE INSPECTION** button displays a screen for entering a valid permit and pin number (both required). After valid entry of a permit and pin number, click the **SCHEDULE** button and the Inspection Scheduling screen displays. See the Inspection Scheduling section for instructions.

Permit Application

The screen below provides important information to Contractors and Property Owners including hours of operation and other related information. Permit applications can be downloaded and printed for completion prior to permit submittal. In addition, a 'Fee Schedule' is provided for your review.

✍✍ "Click" the Front Page of the 'Permit Application' and it opens in Adobe format for printing. If you do not have Adobe Acrobat, "click" the 'link' provided. Repeat for printing the Back Page of the 'Permit Application'. "Click" the Building Permit Fee Schedule for reviewing permit fees.

Inspection Scheduling

Allows qualified individuals such as Contractors and Owner Builders the ability to request inspections on-line by entering the valid permit and pin numbers. Pending inspections can be rescheduled as needed. *The system will not allow inspections to be scheduled for closed permits or permits with an outstanding balance.*

✍✍ Enter a valid Permit # and Pin#/Password and "click" the **SCHEDULE** button.

✍✍ The 'Inspection Scheduling' screen displays for selection of the inspection type to be scheduled. The inspection type is selected by moving the hand cursor to the blue underlined inspection type number in the "Insp Type" column (at the bottom left) and "click".

✍✍ The top portion of the screen will display additional fields for entering the date, instructions and contact information.

✍✍ Indicate the date of inspection by either, scrolling and highlighting your selection from the dropdown box in the 'Inspection Date' field or by manually entering the date. If the date field is left blank the system will automatically schedule the inspection for the next business day.

✍✍ Indicate instructions and or contact information or leave blank and "click" the **SCHEDULE INSPECTION** button. Click the Refresh link to view the inspection just scheduled.

✍✍ To schedule a new inspection not listed in the "Insp Type" column, click the **NEW INSPECTION** button and the "Inspection Type" dropdown field becomes available for selecting a new inspection type.

✍✍ Indicate the date of inspection by either, scrolling and highlighting your selection from the dropdown box in the 'Inspection Date' field or by manually entering the date. If the date field is left blank the system will automatically schedule the inspection for the next business day excluding weekends and holidays.

✍✍ Indicate instructions and or contact information or leave blank and "click" the **SCHEDULE INSPECTION** button. Click the Refresh link to view the inspection just scheduled.

✍✍ To reschedule an inspection; "click" the selected inspection code using the hand cursor on the (blue underlined) inspection type number in the 'Insp Type' column. Dropdown the 'Inspection Date" field and select the date of the inspection to be rescheduled, then click the **ADVANCE INSPECTION DATE** button.

✍✍ To cancel an inspection; "click" the selected inspection code by using the hand cursor on the blue underlined inspection type number in the 'Insp Type' column and then "click" the **CANCEL** button.